

MICHIGAN DEBT MANAGEMENT EXAMINATION AND REGISTRATION TESTING PROCEDURES

After you have prepared for the examination by studying the references cited in the Content Outline, call for an examination reservation. The Office of Financial and Insurance Services has contracted with Assessment Systems, Inc. (ASI), a professional test development and administration service, to provide the Debt Management Examination at ASI testing facilities. Beginning August 22, 2001, ASI will begin taking reservations for the Debt Management Examination. A brief outline of the procedure is provided below:

1. To make a reservation for your Debt Management Examination, call ASI at (800) 274-2623 between 8 a.m. and 11 p.m. (eastern time) Monday through Friday, 8 a.m. to 5 p.m. on Saturday, or 10 a.m. to 4 p.m. on Sunday. A Candidate Care Representative will help you select the optimal test date and test location for your schedule, provide specific instructions and directions, and answer any questions you may have about testing.
2. The candidate can register for an examination up to 3 days prior to a specific date. Out-of-state reservations must be made two weeks before the scheduled date of the examination. Confirmation tickets will be mailed to registrant if time allows before the examination date. There are three testing locations in Michigan: Lansing, Marquette, and Redford. Testing locations outside Michigan are available. There is an additional charge of \$50 for out-of-state examinations that must be paid to ASI at the time of making the examination reservation.
3. Have available the following information when you call to make an examination appointment:
 - Your full name, address, daytime telephone number, date of birth, and debt management firm with which you are currently employed.
 - The examination date and location of the testing center you desire.
 - The name of the examination you will be taking: **Michigan Debt Management Examination.**
4. You will receive a confirmation number. Write this number down. You will need it to be admitted to the test center on examination day.
5. On examination day, you should arrive at the test center thirty (30) minutes prior to the scheduled start of the examination. Report to the test center manager and present the following items:
 - ASI confirmation number (given to the candidate at the time of telephone reservation)
 - Photo ID
 - A cashier's check, money order, or company or agency check made payable to the "State of Michigan" for the amount of \$25.00
 - Form FIS 0550 Debt Management Fee Processing Card (available from your debt management firm or our web site www.cis.state.mi.us/ofis or ASI's web site www.asivcs.com)
6. The test center manager will gather information from you and take your picture. This photograph will be printed on your score report.
7. Your examination will be administered on an electronic testing system called EXPro. Examination questions and answers are presented on a touch-sensitive screen. A computer memory card records your responses and automatically times the examination. EXPro allows you to change your answers, skip questions, and mark questions for review. Knowledge of computers and typing is NOT required.
8. You will be given 3 1/2 hours to complete the examination. At the end of this time, EXPro will automatically turn off. You should alert the test center manager when you complete your test by raising your hand. Official scoring of your examination will take place immediately. You will leave the test center with your official score in hand.

Additional information about the Debt Management Examination and ASI testing procedures can be found at

www.cis.state.mi.us/ofis
www.asivcs.com